
UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 081-2012

Job Vacancy

July 26, 2012

Note 1: All Ordinarily Resident (OR), U.S. and third country citizens, who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and/or residency visa for Colombia to be eligible for consideration.

OPEN TO: All interested candidates

POSITION: **Secretary**
FSN-6; FP-8*

OPENING DATE: Thursday, July 26, 2012

CLOSING DATE: Thursday, August 9, 2012
by no later than 4:00 P.M. Eastern Standard Time

WORK HOURS: Full-Time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US \$35,753 (starting annual salary)
(Position Grade: FP-8 to be confirmed by Washington) depending upon
funding availability.

Ordinarily Resident: Col. Ps. 25.071.132 (starting annual salary)
Position Grade: LCP/FSN-6

Note 2: U.S. Citizens including U.S. Veterans who are not USEFMs
(see definitions section) if hired will be paid under the Local
Compensation Plan: Col. Ps. 25.071.132.

The U.S. Embassy is seeking an individual for the position of **Secretary** in the Public Affairs Section (**PAS**).

BASIC FUNCTION OF POSITION

The Press Section Secretary reports directly to the Information Officer. The incumbent is responsible for administrative duties in the section including: directing incoming phone calls and e-mails, escorting guests, creating meeting invites in Outlook, reserving conference room space, printing labels, updating contact lists, managing press accreditations, archiving and disposing of old periodicals and newspapers, ordering office supplies, and putting together a monthly scrapbook of press clippings for the Ambassador. Using the online system makes motor pool reservations, drafts travel authorizations, coordinates with travel office to make flight reservations, files travel vouchers, makes service request for computer and other PAS equipment issues, , drafts RSO security access requests for visiting journalists, and requests RSO security access for after/before hour events needing staff support. Additionally, coordinates with the Consular Section on visa referrals. Prepares time and attendance reports for Locally Employed Staff. Compiles and distributes PAS press products to appropriate distribution lists and maintains electronic files of products. Manages check-in and out processes for new American and Locally Replaced Staff in the press section.

Serves as the backup for the Public Affairs Officer's secretary during sick and annual leave absences.

QUALIFICATIONS REQUIRED

Note 3: Applicants must address each selection criterion below with specific and comprehensive information in their application. Addressing this information in a cover letter is highly recommended.

- a. **Education:** Completion of high school and two years of full time, post-secondary study (or equivalent hours spread across a part time study period) at a secretarial, commercial or junior college/university are required. (Attach a copy of transcripts and/or degree certificates to be eligible for consideration).
- b. **Prior Work Experience:** Three years of general office administration work including public affairs, event planning and customer service is required.
- c. **Language Proficiency:** English Level 4 (fluent) is required. Spanish Level 4 (fluent) is required. **
- d. **Knowledge:** Good working knowledge of protocol regarding drafting correspondence, telephone and e-mail etiquette.
- e. **Skills and abilities:** Must have excellent working knowledge of MS Office products including Word, Excel, Power Point, and Outlook and be able to handle all basic office equipment such as copiers, printers, scanners and fax machines. Must have excellent verbal and written communication skills.

** LANGUAGE REQUIREMENT:

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed.

English language examinations are given at First Class English in Bogota at a cost of 45,000 (Colombian pesos) and out of Bogota at a cost of 60,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

Spanish language examinations are given at Avanti in Bogota at a cost of 40,000 (Colombian pesos) and out of Bogota at a cost of 50,000 (Colombian pesos); the applicant is responsible for all costs incurred for this test.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) and/or NORs hired under a Personal Services Agreement (PSA), are ineligible to apply for advertised

positions within the first 90 calendar days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.

3. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position and during probationary period.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY

Interested candidates for this position must submit the following to the post HRO or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) must be completed **in English only**. This form may be requested via e-mail to: BogotaHRAApplicationForm@state.gov
2. Applications should be delivered directly to the U.S. Embassy (as instructed below) in person or electronically. **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the **HR Office** immediately if you are contacted by a third party and/or asked to pay a fee.
3. Candidates who claim US Veterans preference must provide a copy of their **Form DD-214** with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. U.S. and third country Citizens who hold Colombian nationality must attach copy of their “**cédula de ciudadanía**” to be eligible for consideration.
5. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
6. US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has **orders** assigning him/her to Embassy Bogotá.

IMPORTANT REMARKS:

1. HR will only contact those applicants who demonstrate on their application form **DS-174** that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). HR will only consider applicants who complete the **DS-174** form. Regret letters will only be sent to short listed candidates and EFMs.
2. Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.
3. Internal candidates should refer to Section V of the LES Handbook with regard to salary level when promoted or reassigned to another position. The LES handbook is available at the HRO office and in the HR page. Please be aware that multiple grade promotions and exception to required minimum waiting period are reviewed and approved at a Washington level based on all the requirements listed on the position description (PD), copies of this vacancy's PD are available at the HR Office. **Questions should be directed to the HR Office.**

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office – Attn: Recruitment Unit
Carrera 45 No. 24 B-27 (Post 2)

Or e-mail your application to: jobvacanciesbogota@state.gov . This e-mail address is a mail box only, and emails sent will not receive a response. **If your application was sent via email please don't follow up with a hard copy.**

Due to the high volume of applications received, we are unable to acknowledge the receipt of application packages received, and applications will not be returned or retained on file. Applicants must submit a new application for each position applied to.

Status of announced positions is listed on the web site at:
<http://bogota.usembassy.gov/hr.html> under About US / Human Resources-Vacancies

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad (Colombia) with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia) or at an office of the American Institute in Taiwan; or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad (Colombia) or, as

- appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad (Colombia), or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**IF YOU MEET ALL THE REQUIREMENTS FOR THIS POSITION, PLEASE SUBMIT YOUR APPLICATION FORM NO LATER THAN THE CLOSING DATE
THURSDAY, AUGUST 9, 2012 AT 4:00 P.M. EASTERN STANDARD TIME.**

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.